

Subject: GAD Application – Audit Window Open

The GAD Application will open on **Monday, October 20, 2014** for ISD auditors to begin the annual audit of active cohorts (2012, 2013, 2014, 2015, 2016 and 2017). The collection will be open through **Friday, December 5, 2014**. District authorized users may also preview auditable graduation and dropout rates in GAD.

ISD Auditors:

Please perform the annual audit in accordance with the Michigan Department of Education (MDE) Pupil Auditing Manual, found at: http://www.michigan.gov/mde/0,4615,7-140-6530_9091---,00.html. Auditors will audit a sample of all exempt and graduate status codes reported for students in the 2012, 2013, 2014, 2015, 2016 and 2017 cohorts.

This audit period only includes data submitted through the 2013-2014 school year. The 2012 and 2013 cohorts are included because CEPI calculates both five-year and six-year adjusted cohort rates for use in Accountability scorecards. Please note that the **exit date** on all audit findings must be **prior to September 1, 2014**. For students who exit on or after this date, the district must report these students in a 2014-2015 collection.

District Authorized Users:

Auditable rates are available for your review in GAD. These rates reflect any changes submitted in the Student Record Maintenance Collection and any approved requests made in the MSDS through **September 17, 2014**.

You can download the Excel version of the Cohort Report in GAD to review which students are assigned to each subgroup for your entire district. The Student Data screen will display the subgroup information for an individual student.

Any audit finding submitted in GAD during this audit period will automatically update that student's record in the MSDS in an overnight process. A GAD Cohort 2014 record will be inserted into the student's record, which can be seen on the "Student History" screen in the MSDS. However, these findings will not update the data or reports (including rates) in GAD, which is a snapshot of MSDS data as of September 17, 2014.

As a reminder, only your ISD auditor can make updates for students through an audit finding in GAD. Proper documentation is needed for an auditor to submit a change.

Final rates, reflecting any audit findings submitted during the audit period, will be available for preview in mid-January 2015 within the MI School Data portal.

If you have any questions about the audit process, please contact Naomi Krefman, Office of Audits, MDE at KrefmanN@michigan.gov or 517-335-6858.

If you have any application questions, please contact CEPI customer support at cepi@michigan.gov or 517-335-0505, option 3.

Thank you,
CEPI